

Memorandum



TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: February 16, 2006

Re: Minutes of the January 26, 2006 February Finance Committee Meeting

Committee Members present: Mr. Ray Graham

Due to only one Board of Supervisors' member present, all items will be presented to the full Board of Supervisors for their evaluation and final approval.

The Finance Committee met on January 26, 2005, at 4:00 p.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

County Treasurer's Report: Beth Ledgerton, Treasurer, presented the Treasurer's Report for the Finance Committee's consideration.

County Attorney's Report: Jeanette Irby, County Attorney's Office, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

FY 2006

Fire & Emergency Services - \$63,026

\$63,026 in Homeland Security Grant Federal funds was approved for appropriation in which \$12,295 is for an Emergency Air Shelter and \$6,351 is for the Town of Warrenton.

Transfers:

None

Regular Agenda

Supplemental Appropriations:

FY 2006

1. **School Division - \$2,775,579**
 - a. \$350,000 from the Capital Construction Reserve was approved for appropriation to the School Division to purchase furniture, fixtures and equipment for the Claude Thompson Elementary School.
 - b. \$171,771 from Fund Balance and \$328,229 from the Capital Construction Reserve for a total of \$500,000 were approved for appropriation to purchase approximately nine (9) school buses.
 - c. \$339,787 from Fund Balance was approved for appropriation to the School Division for Comprehensive Maintenance.
 - d. \$467,265 from Fund Balance was approved for appropriation to the School Division for trailers.
 - e. \$23,105 from Fund Balance was approved for appropriation to the School Division for replacement of vocational education floors at Fauquier High School.
 - f. \$84,000 from Fund Balance was approved for appropriation to the School Division for purchase of traffic safety lights at seven (7) schools.
 - g. \$212,529 from Fund Balance was approved for appropriation to the School Division for purchase of two-way radios the entire school bus fleet.
 - h. \$189,000 from Fund Balance was approved for appropriation to the School Division for purchase of telephone system for the central complex, transportation department and food services.
 - i. \$211,098 from Fund Balance was approved for appropriation to the School Division for purchase of trash container and compactors at each of the County schools.
 - j. \$398,795 from Fund Balance was approved for appropriation to the School Division for purchase of trailers to be installed during the summer 2006.
 - k. \$1,713,898 from the New High School Capital Construction account was referred to the full Board of Supervisors for a decision.
2. **Parks and Recreation – \$411,312 POSTPONED**

\$411,312 requested from Fund Balance was tabled for further review.
3. **Fire & Rescue Association (F&RA) - \$525,000**
 - a. \$500,000 from F&RA Fund, Fund Balance was approved for appropriation to a Contingency budget code to pay for costs associated with architecture and engineering work for four (4) F&RA construction projects (Warrenton, Remington, Catlett, and New Baltimore Fire Companies). Funds will be transferred from the Contingency code to a specific Fire Company for these projects as directed by the F&RA.

- b. \$25,000 from the F&RA Fund Balance was approved for appropriation to the F&RA management consulting service code. These funds will be used by the Association to assist them in addressing its construction needs.

Transfers:

FY 2006

1. **Finance - \$38,117**
 - a. \$26,117 was requested for a new Senior Accountant (Financial Systems Manager) which would be supported within the Department budget for current year.
 - b. \$12,000 was requested to upgrade an Accounting Clerk (Payroll) to a Senior Accountant. The \$12,000 will be funded within the current Finance budget. No additional funding is required.
2. **Board of Supervisors - \$3,000**

\$3,000 was requested from the Contingency Reserve for a donation to the 2007 National Association of Counties (NACo) Conference.
3. **Community Development - \$19,126**

\$19,126 from the Contingency Reserve was requested for an Engineering/Environmental Planner position, Grade 36. This position would address land development application reviews in Community Development.
4. **Sheriff's Office - \$26,567**

\$26,567 was requested to change a part time temporary position (PTT) Civil Process Division to a full time permanent (FTP) position and a part time permanent (PTP) position to a full time permanent (FTP) Central Records Department position to support the Sheriff's Office. This action was referred to the budget process for consideration.

Comments

1. **Finance: Vivian McGettigan, Finance Director**

Health Insurance – Health insurance costs for January increased 9.3% over same period in the prior year. The January expenditure for FY 2006 is \$1,086,597.
2. **Budget: Bryan Tippie, Budget Director**
 - a. Revenue Report – Reported an \$80,000 decrease in overall projected revenue from the amount identified at the earlier January Revenue Committee meeting.
 - b. F&RA Construction – See above, 3a and b.

3. Information Technology (IT): Rick Klinc, IT Director

Mr. Klinc reported on two major projects:

- a. Voice over IP Project Voice over IP is the convergence of three separate and distinct networks: voice, data and video. \$90,000 will be needed to provide this system for the Alice Jane Childs Building and approximately \$250,000 for the Court House complex. Adult Court Services and the Sheriff's Office have been completed. The Budget Director indicated funding for the Alice Jane Childs Building could be supported internally without additional funding.
- b. Wireless Network is to convert Fire Stations, Parks & Recreation, schools and other distant County departments and agencies from a Verizon network to a wireless network. This would allow for the increase in connection speed and improve communications. When implemented, there will be a savings of the Verizon monthly costs.

4. General Services: Tom Boyer

- a. Courthouse Security - Mr. Boyer informed the Committee on courthouse security improvement costs for Juvenile and Domestic Court and General District Court (approximately \$321,000).
- b. Warrenton-Fauquier Joint Communications Center (WFJCC) UPS System Replacement - A power failure resulted at WFJCC in January during high winds. The main incoming building power was lost and IT related services in the building failed due to the UPS not being able to handle the load. Mr. Graham directed that corrective measures begin immediately approving \$8,000 for a survey of requirements.

5. Parks & Recreation: Larry Miller, Director

Mr. Miller briefed on the status of the State Virginia Department of Game and Inland Fisheries construction project at Lake Brittle. He informed the Committee that, due to a lack of funding the State is willing to install a modular building or provide the County the \$175,000 to construct their own facility. Mr. Miller was directed to determine the projected cost of the original facility and brief the Committee at its next meeting.

**The next Finance Committee Meeting will be
March 2, 2006 at 4:00 p.m.**